



**VENDOR QUALIFICATION PORTAL
USER MANUAL
Version 04 – March, 21st 2017**

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1. INTRODUCTION

This Portal is dedicated to those Trading, Manufacturing, and Service Companies and to those Engineering Firm and Consultancies that work in the following areas: electric power and natural gas production, transmission and trading, water captation, distribution and disposal.

Edison S.p.A. intends to select suitable Companies by means of a qualification process. This process is divided into two phases:

1. SELF SERVICE REGISTRATION (RSS): it consists in a preliminary data collection in order to understand if the supplier is interesting for Edison Group
2. QUALIFICATION: the Supplier is invited to fill in the rest of the questionnaire only if the previous phase has had a positive result; the evaluation process is taken on by a multi-functional team which examines the questionnaire to estimate if the supplier is eligible to enter in Edison's vendor list.

A potential Edison's Vendor has to:

- Communicate references: references must be related to the same or similar category of products/services for which the Supplier is applying. Referenced items can be provided also by third parties, subsidiaries or merged business units
- Show internal know-how and core competences (or sub-suppliers' know-how, if this party is a licensee and/or is linked by agreed investments or development plans with the applicant)
- Have an engineering unit able to guarantee project developing and a project management unit able to guarantee project delivering
- Have a staff able to perform "in house" the following activities: components manufacturing, technical requirement definition and inspection of outsourced parts, assembling and testing
- Show compliance of plants, machinery, equipment and production processes; show compliance of instrumentation, equipment and procedures to manage tests and controls
- Show financial reliability: this reliability will be evaluated by analyzing previous years' Annual Reports (recently founded Firms will be evaluated by verifying the lack of impedimental and/or prejudicial elements and by analyzing the first Annual Report, as soon as it will be available)
- Show availability of capital. Both pre-qualification and qualification questionnaires are dedicated to Firms providing products services in the utility sector: electric power, hydrocarbon, water and telecom. These questionnaires are intended to collect data and information in the following areas: Techniques, Quality and Organization. To facilitate questionnaire's evaluation and judgment issuing, please, be sure to fill in the questionnaires covering conscientiously all "applicable" sections, following paragraphs' sequence and attaching files where needed.

2. PORTAL ACCESS

After selecting the English language, in Edison's home page is available the **Supplier Qualification Portal**, in the dedicated **Supplier Area**.

The screenshot shows the Edison website's home page. The top navigation bar includes links for Home, Business, Our Company, and News. A large banner features wind turbines and a power plant with the text "New power for Egypt". Below the banner are social media feeds for Twitter, Facebook, and YouTube. At the bottom, there is a navigation menu with "SUPPLIERS AREA" highlighted in a red box.

In the area dedicated to suppliers it is possible to find:

1. The link to access the Supplier Portal, in the **Login** section
2. The e-mail address where the qualification staff is available for any information or problem, in the **Contact** area.
3. This user manual, which describes every step to register your company, and the list of goods and services which are of Edison's interest, in the area **Operating Manual**

Suppliers Qualification Portal

PROPOSAL

Every supplier of goods or services can spontaneously submit an application, through the suppliers' qualification portal, for the relevant goods and services categories. The Suppliers qualification portal is the informative environment for researching, selecting and evaluating the suppliers.

TECHNICAL REQUIREMENTS

In order to access Edison Supplier Portal you need:

- Internet Explorer, Mozilla Firefox, Google Chrome, Safari;
- Popup blocker disabled
- Web browsing allowed on ports 8100, 8102, 8200, 50200, 52000, 8050, 55000, 55500

1. Login

Are you a registered supplier? [Access](#)
Become an Edison supplier: [Submit your registration](#)

TENP PORTAL - SUSTAINABLE SUPPLY CHAIN SELF-ASSESSMENT PLATFORM

TenP - Sustainable Supply Chain Self-Assessment Platform, developed by the Global Compact Network Italy Foundation (GCNI Foundation), aims to support its members in collecting and sharing information on their supplier's sustainability performances.

To fill the self-assessment questionnaire, access to the following link: <https://www.tenp.globalcompactnetwork.org/portaleGCNI/default.aspx>

For further information [click here](#)

SUPPLEMENTARY INFORMATION

FAQ

[I don't remember the userid and/or password to access to the Supplier qualification portal.](#)

[Clicking on the link to access into the portal \(as registered user or as first registration\) I don't display correctly the page, why?](#)

2. Contacts

For further information:

staffqualifiche@edison.it

3. Related Documents

[Download all documents \(.zip\)](#) or select and download the documents you need:

Good and Service Categories of Edison Group (pdf - 750.47 kB) | Select

User manual for the qualification process (pdf - 954.35 kB) | Select

Download the selected documents in .zip format

TECHNICAL CONSTRAINTS for accessing to web portal:

- To use as web browser Internet Explorer, Mozilla Firefox, Google Chrome, Safari;;
- To unblock the popup blocker;
- To be sure that you can navigate on the web browser through the ports 8100, 8102, 8200, 50200, 52000, 8050, 55000, 55500.

3. SELF SERVICE REGISTRATION (RSS)

3.1 New Vendor

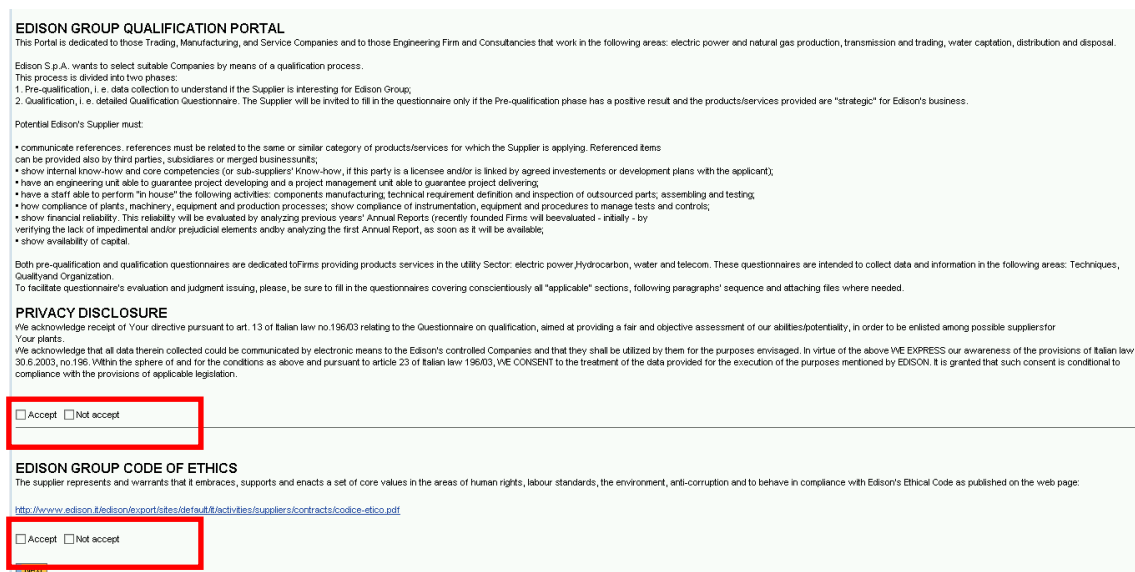
In order to properly view the application it's necessary to have installed the Microsoft Explorer 6.0 version or later on your PC, and the Java compiler and Java console activated on the browser.

At the first access, the candidate has to log on as a **new supplier**; the portal requires to fill in the following data:

- EU or Extra-EU Country
- Vat Number
- Country (the system will display the list of EU country or extra-EU country according to the previous selection)
- Vendor Type



In order to proceed to the next step, it's necessary to accept the Terms & Conditions regarding the Privacy disclosure according to art. 13 of the Italian law n° 196/06 and the Edison's code of ethics.




After compiling all of the above, click on the button **Next**: the system will verify all the data entered and will allow to continue the self service registration. The system checks that every

mandatory field (marked with a red star) is filled and displays an error message for every missing data.

Messages

 Insert VAT Number

Insert initial data for Self-Service Registration (RSS)

Language *  
 EU Extra EU

VAT Number *

Country *

Vendor Type *

3.2 Self Service Registration (RSS)

NOTE: this part of the registration is not savable; we kindly suggest to gather every information needed before starting to fill in the questionnaire.

The self service registration page is organized in three folders:

1. MASTER DATA: in this section the supplier has to fill in the company data.

Master data

Master Data | Company Structure | Good Category Choice

General Data

Vendor Type

Juridical Form *

Legal entity *

Vat Number

Share Capital Awared (no decimals) * Euro (€)

Share Capital Deposited (no decimals) * Euro (€)

Supplier Currency *

Fiscal Code

Chamber Of Commerce of (City) *

Chamber Of Commerce Registration Number *

Chamber Of Commerce Registration Date (dd.mm.yyyy) *

Company Register Inscription Number *

Economic Administrative Index Number *

Company's Year of Constitution *

Chamber of Commerce Certificate File Upload

Upload File of Balance Sheet (if foreseen)

Registered Office

Address *

City *

ZIP CODE *

Country *

Province *

NOTE: To attach files select the button and then

2. COMPANY STRUCTURE: in this section the supplier has to enter the information about the company structure.

Master data

Cancel Send

Master Data Company Structure **Good Category Choice**

Partners

Partner Names	% of participation
<input type="text"/>	<input type="text" value="0,00"/>
<input type="text"/>	<input type="text" value="0,00"/>
<input type="text"/>	<input type="text" value="0,00"/>
<input type="text"/>	<input type="text" value="0,00"/>
<input type="text"/>	<input type="text" value="0,00"/>
<input type="text"/>	<input type="text" value="0,00"/>

Main Stakeholders *

Controlled Companies

Company	% of participation
<input type="text"/>	<input type="text" value="0,00"/>
<input type="text"/>	<input type="text" value="0,00"/>
<input type="text"/>	<input type="text" value="0,00"/>
<input type="text"/>	<input type="text" value="0,00"/>
<input type="text"/>	<input type="text" value="0,00"/>
<input type="text"/>	<input type="text" value="0,00"/>

Affiliates

Resources

Nr Executive *

Nr Employee *

Nr of Workers *

Nr of Certified professionals

Nr of Employees Nr of ext. collaborators

3. GOOD CATEGORY CHOICE: in this section the supplier has to choose the good categories for which he wants to qualify.

Be careful to choice and select all three classification level of our good categories list.

Master data

Cancel Send

Master Data Company Structure **Good Category Choice**

List of Good Categories

- ▶ **Good Categories**
- ▶ AC0101-MECHANICAL EQUIPMENTS AND COMPONENTS
- ▼ AC0102-ELECTRICAL EQUIPMENTS AND COMPONENTS
 - ▶ 0010-STATIONARY STORAGE BATTERIES
 - ▼ 0050-EXPLOSION PROOF EQUIPMENTS AND COMPONENTS
 - 9999-EXPLOSION PROOF EQUIPMENTS AND COMPONENTS - NOT APPLICABLE
 - ▶ 0060-WATER PROOF EQUIPMENTS AND COMPONENTS
 - ▶ 0070-LIGHTING FIXTURES
 - ▶ 0150-ELECTRICAL CABLES
 - ▶ 0155-FIBER OPTIC CABLES
 - ▶ 0180-ELECTRICAL AND INSTRUMENTAL SWITCHBOARDS COMPONENTS

After choosing the good category, the supplier has to compile the fields under the good category tree.

▶ AP0405-DESIGN AND ENGINEERING SERVICES


▶ AP0406-MAINTENANCE SERVICES

▶ AP0407-DRILLING SERVICES AND RELATED AUX SERVICES

▶ AP0408-PAINTING WORKS

▶ AP0409-MISCELLANEOUS SERVICES

Family Description	Product Description	Execution Description	Last financial year 1 %	Years of Business	Already Edison Supp	Volume of transaction
<input type="checkbox"/>	ELECTRICAL EQUIPMENTS AND COMPONENTS	EXPLOSION PROOF EQUIPMENTS AND COMPONENTS	EXPLOSION PROOF EQUIPMENTS AND COMPONENTS - NOT APPLICABLE	10	<input type="text" value=""/>	No <input type="text" value=""/>

If you want to delete a selected good category press the button  on the right side of the row.

After filling in the three folders it is possible to send the registration module by clicking on the button **Send** on the upper left side of the page.

The Edison qualification team evaluates all the modules received and decides whether to accept all of the chosen categories or only a subset of these, to proceed with the qualification process.

The system will send via e-mail (at the e-mail address entered in the section "Contact Person" of the Master Data folder) the result of the preliminary analysis: if the candidature is accepted the supplier will receive UserID and Password to access the reserved area and fill in the rest of the qualification questionnaire.

NOTE: the self service registration acceptance does not automatically imply the qualification status. In order to be qualified, the supplier has to compile the whole qualification questionnaire, with a positive evaluation of it.

4. QUALIFICATION QUESTIONNAIRE

4.1 Access to the questionnaire

After receiving the e-mail with UserID and Password, the supplier has to connect to the URL indicated into the email or, alternatively, from the Edison's web site (see §1) as a registered supplier.

The supplier has to logon to the system:

Requisiti di sistema (Technical requirements)

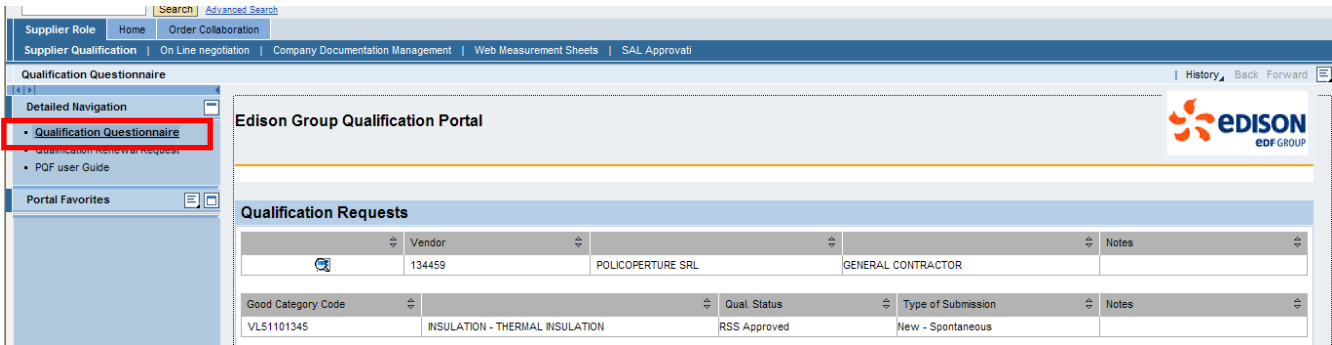
- Browser abilitati: **Internet Explorer, MozillaFirefox, Google Chrome, Safari;**
- **Blocco popup disattivato** (Popup blocker disabled);


Navigazione Internet consentita sulle porte (Web browsing allowed on ports): 8100, 8102, 8200, 50200, 52000, **8050, 55000, 55500.**

The system home page will appear:

Vendor	Qual. Status	Type of Submission	Notes
134459 POLICOPERTURE SRL	GENERAL CONTRACTOR		
Good Category Code	Qual. Status	Type of Submission	Notes
VL51101345	INSULATION - THERMAL INSULATION RSS Approved	New - Spontaneous	

To access the questionnaire, in the menu on the left select: "Qualification Questionnaire".

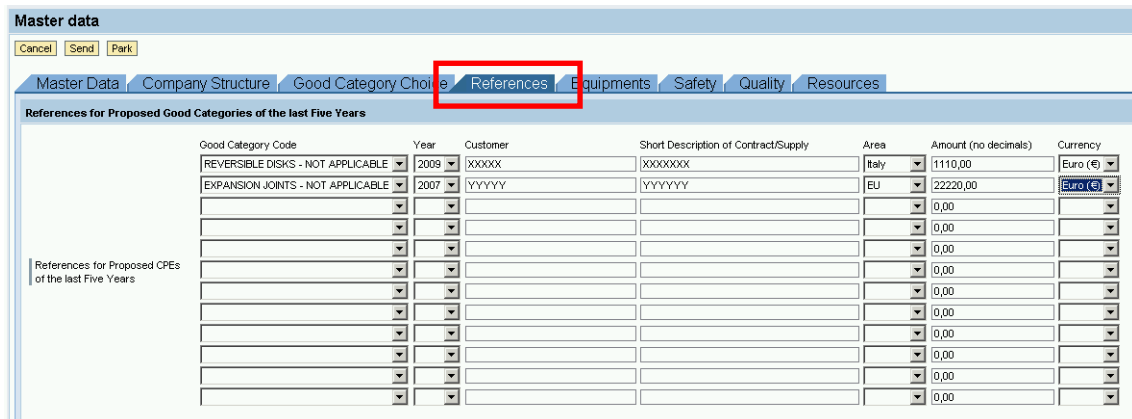


On the right side of the page, the system will display the qualification request and the good categories selected on the self registration request. Select the button  to access the questionnaire.

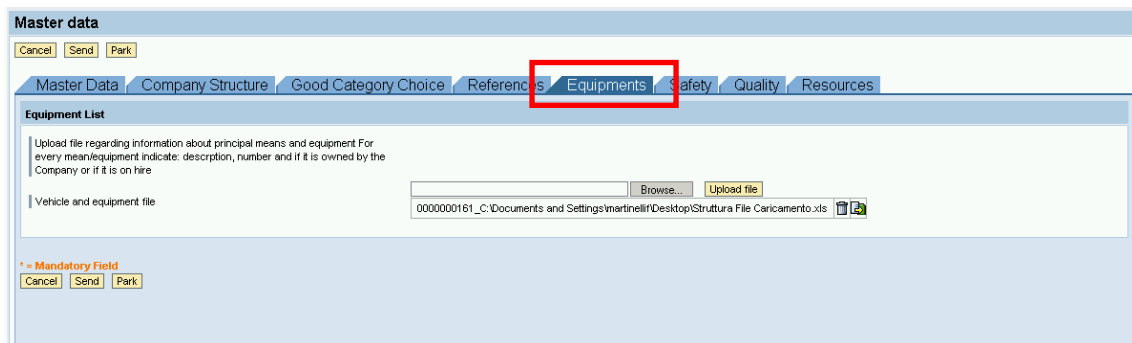
NOTE: the data in the first three pages can now be changed and the system allows to add new good categories from the tab “Good Category Choice “.

The qualification questionnaire consists in eight folders, three folders coming from the self service registration and five new ones:

1. **REFERENCES:** in this tab the supplier has to fill in the information about previous works done for every good category.



2. **EQUIPMENTS:** in this tab the supplier has to attach a file containing information about available tools and equipment.



3. **SAFETY**: in this tab the supplier is required to fill in information about the safety index according to the model "INAIL SM 20"; this information will determine the frequency index and quality index for the company.

Master data

Cancel Send Park

Master Data Company Structure Good Category Choice References Equipments **Safety** Quality Resources

Modulo INAIL 20 SM Risk Assurance Classification

Legal entity: COMPANY XYZ
 Item Number: 12
 Average rate: 2
 Applicable rate: 3

Year (2008)

Number of people in the personnel register: 200
 Global Amount of hours: 2400
 Number of accident: 0
 Total amount of absence days due to accidents: 0
 Fatal accidents?: Yes No
 Number of fatal accidents: 0
 Mortal accident description:
 Frequency Index:
 Severity Index:

4. **QUALITY**: in this tab the supplier can fill in the information about certifications and authorization owned by the company.

Master data

Cancel Send Park

Master Data Company Structure Good Category Choice References Equipments **Quality** Resources

Quality

Certified System	Certification Year	Reference rule	Certifying Org.	Notes
Safety	2007	xxxxxxx	aaaaaaaa	
Quality	2008	yyyyyyy	bbbbbbbb	

Does it exist a dedicated structure for managing & control of quality? Yes No

Upload Certification documents: Browse... Upload file

Authorizations	Expiration Date	Reference Org.	Notes

Upload Authorization documents: Browse... Upload file

5. **RESOURCES**: in this tab the supplier can fill in the information about his workforce and organizational structure.

Master data

Cancel Send Park

Master Data Company Structure Good Category Choice References Equipments Safety Quality **Resources**

Human Resources (2008)

Education level		Fixed	External Collaborator	
Employees and Executives	Graduates	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Secondary School	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Primary School	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Site		Worker	Skilled Worker	
Workers	Site	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Workshop	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

After entering all of the information the supplier can send the questionnaire and all the attached files by selecting the button **Send**.

By selecting the button **Park** the user can save the questionnaire as a draft and modify it later. The supplier can also exit the questionnaire by choosing the button **Cancel**.

After sending the questionnaire the supplier will be unable to further modify the questionnaire.

At the end of the evaluation process, the system will send an e-mail indicating the result of the evaluation for each good category chosen.